



# Training Schedule – February 2018

Some course locations are listed below the calendar. For other courses, the instructor will contact you.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Jan. 29</b> 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Introduction to Accomplishment Statements (Davis)	<b>Jan. 30</b> 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Introduction to Accomplishment Statements (Davis)	<b>Jan. 31</b>	<b>Feb. 1</b> 1:00 – 3:00 Effective Networking Skills (Davis)	<b>Feb. 2</b> 10:00 – 12:00 Job Circle* (Bennison) ♦ Free to Non-members 1:00 – 3:00 Resume Boot Camp* (Hamersley)
<b>5</b> 9:30 am Monday Morning MeetUp 10:45 Networking 11:00 Guest Overview Open to the public – free and no need to register	<b>6</b> 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Introduction to Accomplishment Statements (Davis) 4:30 – 6:30 Oral Communication Skills (Miller)	<b>7</b> 10:00 – 12:00 Effective Interviewing Skills (Bennison)	<b>8</b>	<b>9</b> 10:00 – 12:00 Job Circle* (Bennison) ♦ Free to Non-members
<b>12</b> 9:30 am Monday Morning MeetUp 10:45 Networking 11:00 Guest Overview Open to the public – free and no need to register	<b>13</b> 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Introduction to Accomplishment Statements (Davis) 6:30-8:00pm Board Meeting	<b>14</b> 10:00 – 12:00 Effective Interviewing Skills Lab (Bennison)	<b>15</b> 1:00 – 3:00 Effective Networking Skills (Davis)	<b>16</b> 10:00 – 12:00 Job Circle* (Bennison) ♦ Free to Non-members 1:00 – 3:00 30-Second Speech and Accomplishments Lab* (Hamersley)
<b>19</b> 9:30 am Monday Morning MeetUp 10:45 Networking 11:00 Guest Overview Open to the public – free and no need to register	<b>20</b> 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Introduction to Accomplishment Statements (Davis)	<b>21</b>	<b>22</b> 4:30 – 6:30 Written Communication Skills (Miller)	<b>23</b> 10:00 – 12:00 Job Circle* (Bennison) ♦ Free to Non-members
<b>26</b> 9:30 am Monday Morning MeetUp 10:45 Networking 11:00 Guest Overview Open to the public – free and no need to register	<b>27</b> 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Introduction to Accomplishment Statements (Davis)	<b>28</b>	<b>March 1</b> 1:00 – 3:00 Effective Networking Skills (Davis)	<b>March 2</b> 10:00 – 12:00 Job Circle* (Bennison) ♦ Free to Non-members 1:00 – 3:00 Resume Boot Camp* (Hamersley)

\* All Friday classes will be in Rm C at the Upper Arlington Library, 2800 Tremont Rd for the entire month. Non-members can take all classes (except Job Circle) for \$25. You must call early to register: 614-297-0040.

Updated 2/1/2018



## PASSPORT TO SUCCESS

*Take the courses you need.*

1. **Organizing Your Job Search** – how do I prepare myself to begin my job search.
2. **Introduction to Accomplishment Statements** – these are the on-the-job achievements that go on your resume. We show you how to find and write these statements.
3. **30-Second Speech Lab and Accomplishments Lab** – writing and refining your 30-second speech and refining your accomplishment statements for use on your resume.
4. **Oral Communications Skills** – includes 30-Second speech, effective use of the phone and handling tough questions in interviews.
5. **Written Communication Skills** – includes resume styles and formats and guidelines for writing it; creating your professional profile and writing professional correspondence such as thank you notes and follow-up emails.
6. **Effective Networking Skills** – why network and what are best practices. Learn how to prepare for it, what to do during and how to follow-up.
7. **Effective Interviewing Skills** – learn to confidently handle interviews; how to prepare, what to do during and how to follow-up
8. **Interviewing Skills Lab** – come dressed for an interview; bring your resume and a job description. The instructor videos you as he asks you questions. You get to see yourself as the interviewer sees you.
9. **Effective Negotiation Skills** – role play the best ways to negotiate salary and other employment-related matters.
10. **LinkedIn: Ask the Expert** – LinkedIn is the place for professionals to be found by recruiters and others. Find hiring managers and others working for the companies you want to work for to contact for informational interviews. Learn how to use LinkedIn to your advantage.
11. **LinkedIn: Profile Review** - LinkedIn is the place for professionals to be found by recruiters and others. Also find hiring managers and others working for the companies you want to work for to contact for informational interviews. Learn how to create an All Star profile.
12. **Resume Boot Camp** – your resume critiqued by an experienced resume instructor.